CHIEF SECRETARIAT

Use of letter form in communications to members of the public.

Circular Memorandum.

No. GAD 61 OOM 59, DATED BANGALORE, THE 21ST AUGUST 1959
(SHRAVANA 30, SAKA ERA 1881).

Instructions in the matter of acknowledgment of letters and petitions have been issued in O. M. No. OSD 18 OMP 57, dated the 29th August 1957. As specified therein, the acknowledgment may normally be in the prescribed printed card, which will be supplied on indent by the Government Press to the various officers and the officers may, at their discretion, send acknowledgments in the letter form also.

2. In regard to the other communications addressed to non-officials, the practice varies largely and in most cases the correspondence is in the third person. It is hereby prescribed that all communications other than the initial acknowledgment to non-officials including applicants and petitioners should invariably be in the form of a letter. The Secretaries to Government, the Heads of Departments and the Deputy Commissioners are requested to see that the above instruction is followed strictly.

K. M. MIRANI,
Deputy Secretary to Government,
General Administration Department.
(Organisation and Methods.)

Reservation of appointments in Government Services for other Backward Classes. Erratum re Fixation of percentage for groups.

MYSORE GOVERNMENT SECRETARIAT,
GENERAL ADMINISTRATION DEPARTMENT
(Organisation and Methods).

No. GAD 32 ORR 59. *Dated Bangalore, 24th August 1959*
(Bhadrapada 2, Saka Era 1881).

ERRATUM.

In column 3 of the Table against Group No. 13 in Government Order No. GAD 32 ORR 59, dated 18th July 1959, appearing on page 712, Part I of the *Mysore Gazette*, dated 6th August 1959 for "0.2" please read "2.0".

By Order and in the name of the Governor of Mysore,

B. VENKATARAMIA,
Under Secretary to Government,
General Administration Department
(Organisation and Methods Section).